

PERMIT APPLICATION

Parade, Assembly, Gathering, Block Party, Distance Run or other Public Assembly on city streets, alleys or sidewalks or other public property or in City Parks
Revised 7/05

For Event Zone Use Only:

Check here is permit originated
at Event Zone ☐

For City Use Only

Date Rec'd: _____

APPLICANT INFORMATION

1. **Applicant:** Name: _____ Phone Number: _____ Fax# _____
Local Address: _____ Zip Code: _____
Permanent Address: _____ Zip Code: _____
Title if representing an organization: _____
2. **Organization Represented by Applicant (if applicable):**
Name of Organization _____ Phone Number: _____
Local Address _____ Zip Code: _____
3. **Organization or Person to be authorized by the permit to parade or assemble (if different from No. 2, above):**
Name: _____ Phone Number: _____
Local Address: _____ Zip Code: _____
4. **Person in Charge of Public Assembly during Public Assembly:**
Name: _____ Phone Number: _____
Local Address: _____ Zip Code: _____
- 5.a. Name of Public Assembly: _____
- 5.b. Description of Public Assembly activities: ☐ Block Party ☐ Parade, Distance Run, or Walk
☐ Festival ☐ Family Reunion or Company Picnic
☐ Other (describe) _____

EVENT INFORMATION

6. On what date(s) will the Public Assembly occur?

7. What are the hours of the actual event? _____
Will the Public Assembly require any assembly time prior to the actual event and/or disassembly time after the event? _____
If so, what are those hours? _____
8. How many people do you anticipate will take part in the Public Assembly? _____.
9. If the Public Assembly will occur only in a street or alley, or on a sidewalk, please skip to No. 10. Otherwise, if the public Assembly will occur, at least in part, in a park or on other public property, please continue with the next question.
- 9.a. In what park, or on what public property, will the Public Assembly assemble and occur? _____
If the Public Assembly involves the use of a City of Roanoke park, greenway or plaza, the applicant must obtain the signature of the Director of Parks and Recreation, or his designee, at No. 14, below.
- 9.b. Where in the public park or other public property will the Public Assembly assemble and occur?

(Please attach maps or diagram.)

PERMIT APPLICATION (continued)

- 9.c. Will the Public Assembly need to use a park pavilion, stage, athletic field, greenway or other publicly owned facility?
(Check One): ☐ Yes ☐ No

If yes, there may be a user's fee or set-up fee for you to pay. Please identify the facility _____ and call Roanoke Parks and Recreation at (540) 853-2236 and make arrangements for reservations of the public facility.

- 9.d. Will amplified sound be used during the Public Assembly?
(Check One): ☐ Yes ☐ No If yes, what type: _____

- 9.e. Will the Public Assembly need a tent or other temporary structure?
(Check One): ☐ Yes ☐ No

If yes, you may need to obtain a special exemption permit from the Board of Zoning Appeals for the City of Roanoke. The Board of Zoning Appeals for the City of Roanoke meets once per month. Accordingly, you should allow adequate time for the Board to consider your request. Please call the Department of Planning, Building and Development at (540) 853-1730 for more information. In addition, you may need to obtain a building permit from the Department of Planning, Building and Development. Please call (540) 853-1090 for more information.

- 9.f. Will the Public Assembly require access to electricity?
(Check One): ☐ Yes ☐ No

If yes, you should contact the Facilities Management Division (540) 853-2042. It may be necessary for the applicant to furnish a generator to provide a source for electricity. If the City is able to provide electricity, there may be a fee in connection with such services, and depending upon the level of services needed, you may need to allow for additional time for the arrangement of City personnel for such tasks.

10. If the Public Assembly will occur in a street or alley, or on a sidewalk, for at least a portion of the Public Assembly, you should contact the Transportation Division of the Department of Public Works (540) 853-2625 and obtain the approval of the Manager of the Transportation Division, or his designee, at No. 17, below. At that time, you will need to determine whether barricades will be necessary, and if so, at what cost to you or your organization. Finally, please attach a map which clearly shows the route of the Public Assembly and continue with the next question. If the Public Assembly will occur on only a sidewalk, please skip to No. 11.

- 10.a. Will the Public Assembly include motor vehicles?
(Check One): ☐ Yes ☐ No

If yes, how many and of what type? _____

- 10.b. What type of animals, if any, will be in the Public Assembly? _____

- 10.c. What will be the maximum and minimum speed of the Public Assembly? _____

- 10.d. What will be the approximate interval of space to be maintained between units of the Public Assembly? _____

- 10.e. Will it be necessary to barricade any streets to allow the Public Assembly?
(Check One): ☐ Yes ☐ No

If yes, the map which you must attach to this application must show the locations of all needed barricades. If City personnel are to deliver, erect or retrieve needed barricades, there may be a fee for which you or your organization will be responsible. You should allow ten (10) business days, if City personnel will be needed to deliver, erect or retrieve the needed barricades.

10. f. Will the Public Assembly require a police escort at the head of the Public Assembly? (Check One): ☐ Yes ☐ No

11. Does the Applicant represent an organization which has commercial general liability insurance, or an organization which will be charging a fee for participation in the Public Assembly, selling or giving away food or beverages to the general public at the Public Assembly, or setting up a booth, stage or other temporary structure in the public right-of-way, in a public park, or on public property?
(Check One): ☐ Yes ☐ No

If yes, the applicant must contact the Office of Risk Management (540) 853-1856 for insurance instructions, and the applicant must obtain the signature of the Risk Management Officer at No. 15, below.

12. Has the Applicant met with the Chief of Police, or his designee, and reviewed all issues relating to the general public health, safety and welfare?
(Check one): ☐ Yes ☐ No

PERMIT APPLICATION (continued)

APPLICANT'S SIGNATURE

13. By executing this Application, I affirm that I am at least eighteen (18) years of age. I understand that a Public Assembly Permit confers no special privilege contrary to existing law. In addition, I agree to abide by the Conditions of Permit (printed on the back of this application) as well as any additional conditions required by the Public Assembly Permit when it is issued. Further, I agree to provide proof of notification, in form acceptable to the Director, of all businesses or residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.

Signed: _____ Date: _____

CITY SIGNATURES REQUIRED

Please note that the Permit Application must be completed and signed by the Applicant before signatures required below can be provided.

14. **Parks and Recreation Department**

If the Public Assembly involves the use of a Roanoke City park or plaza, or other public property, for at least a portion of the Public Assembly, the applicant must obtain the signature of the Director of Parks and Recreation, or the Director's designee, in the section below prior to turning in the permit application.

The above applicant has made all required arrangements with the Department of Parks and Recreations to use

Name of Park, Greenway or Plaza

Signature, Director of Parks and Recreation or designee

Date: _____

15. **Office of Risk Management**

The above applicant has made all necessary arrangements for liability insurance for the above event as required by the Office of Risk Management.

Signature, Risk Management Officer, or designee

Date: _____

- 15.a. The applicant has described to Risk Management the actions necessary to assure ADA compliance.

Signature, Risk Management Officer, or designee

Date: _____

16. **Police Department**

Title: Chief of Police, City of Roanoke or designee

Date: _____

17. **Transportation Division**

If streets or alleys must be barricaded, or if motor vehicle traffic will be affected by the Public Assembly, the applicant must obtain the approval of the Manager of the Transportation Division.

Title: Manager, Transportation Division, or designee

Date: _____

APPROVAL

18. **Department of Public Works**

Approved, subject to all applicable ordinances, statutes and conditions stated on the reverse side of this Application.

Title: Director, Department of Public Works

Date: _____

Applicant: Please return completed application to: Public Works Director, City of Roanoke, 1802 Courtland Road, N.E., Roanoke, Virginia 24012, Phone: (540) 853-2741

Copy:

Applicant
City Manager
Communications
Coordinator of Emergency Management
Fire Chief
Library
Office of Risk Management
Superintendent of Parks Maintenance
Police Chief
Parks and Recreation - Administration
Valley Metro
Police Department, Patrol Division

Building Maintenance (If electrical service needed)
Downtown Roanoke, Inc. (If event is in the
Downtown Area)
Event Zone

Conditions of all Public Assembly Permits

Each Permit shall be conditioned upon the following:

- (1) The degree of amplification of sound to be emitted from sound trucks or bull horns shall be fixed and not variable. No amplified sound may be emitted from sound trucks or bull horns within one hundred fifty (150) feet of hospital buildings in which medical treatment or care is provided.
- (2) No Public Assembly accompanied by noise which disturbs, or tends to disturb, the peace or good order of a primary or secondary public school, or class being held therein, may be conducted within one hundred fifty (150) feet of any primary or secondary public school building while the school is in session, one-half hour before the school is in session, and one-half hour after the school session has been concluded.
- (3) Applicant shall notify businesses that have an approved Outdoor Dining Permit and which will be affected by this Public Assembly at least 30 days in advance of the first day of the Public Assembly.
- (4) No Public Assembly may be in front of, or directed at, a single residence.
- (5) The rate of speed of the Public Assembly shall be fixed, and not variable, except when reasonably required for the safe and orderly conduct of the Public Assembly.
- (6) No Public Assembly may unduly disrupt pedestrian or vehicular passage.
- (7) No Public Assembly may avoid disrupting pedestrian or vehicular passage by encroaching upon private property.
- (8) No Public Assembly may touch, or unduly disrupt, pedestrians or motor vehicles ingressing to, or egressing from, any building or private property.
- (9) No person over the age of 16 years may wear a mask, hood or other device so as to conceal the identity of the wearer in violation of §18.2-422 of the Code of Virginia (1950), as amended.
- (10) All materials used in the construction of floats used in any Public Assembly shall be fire-retardant materials and shall be subject to such requirements covering fire safety as may be determined by the Roanoke Chief of Fire-EMS. Such requirements shall be conveyed, in writing, to the Applicant within five (5) business days of the issuance of the Application for Permit.
- (11) The Applicant shall retain at least one copy of the Permit at the location of the Public Assembly or at the head of the Public Assembly, if the Public Assembly is a parade or march.
- (12) The Applicant shall be responsible for notifying as soon as possible all businesses and residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.
- (13) No Public Assembly may be conducted in such a way that it violates any ordinance of the city, any law of the Commonwealth of Virginia, or any law of the United States.
- (14) No person conducting or participating in a Public Assembly may deviate from, or alter, any of the terms, conditions or contents of an Application for Permit or a Permit.
- (15) No person conducting or participating in a Public Assembly may deface, alter, mark or paint any public property, street or sidewalk.
- (16) Failure, or refusal, by the Applicant, or by any participant in a Public Assembly, to abide by the conditions of a permit or the terms of a Permit shall be grounds for revocation of the Permit.
- (17) Failure, or refusal, by the Applicant, or any participant in a Public Assembly to abide by the conditions of a Permit, or the terms of a Permit, shall be a violation of Section 30-106 of the Code of the City of Roanoke (1979), as amended.
- (18) An approved Public Assembly permit is conditioned upon the issuance of all other required permits, if applicable (e.g. ABC permit).